



Iowa Department of Transportation

800 Lincoln Way, Ames, Iowa 50010

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March 27, 2008

To Whom it May Concern:

I would like to take this opportunity to let you know of some changes that will be occurring at the Iowa Department of Transportation (DOT) complex in Ames. Effective April 2, the DOT will be implementing new security procedures for the complex. The changes are necessary in order to do all we can to provide our employees and visitors with a safe environment in which to work and conduct business.

As a part of these changes, visitors will be able to enter the DOT at one of the following public entrances. A map is attached showing these locations and available visitor parking.

- ❖ Main entrance of the Administration Building
- ❖ West entrance of the North Annex for Right of Way and Traffic & Safety
- ❖ District 1 main entrance of district operations

If you are visiting an individual or office, you will need to stop at the reception area and present your driver's license. This will allow us to electronically check you in and provide you with a visitor identification badge to wear while you are at the DOT. The office or individual you are visiting will be called, and they will meet you in the lobby.

Also, if only visiting the Repair Shop, Sign Shop, Communications (Bldg. 6), Conference Center, or the Warehouse, guests may go directly to those locations rather than to one of the three public entrances listed above.

For contractors and vendors who are dropping off a bid proposal, there will be a sealed box in the Administration Building lobby for you to drop off your proposals.

We appreciate your understanding and cooperation as these new procedures are implemented. If you have any questions about these changes, please contact the Office of Facilities Support at (515) 239-1299.

Sincerely,

Lee A. Wilkinson

Operations and Finance Division Director